



## **DEFERRED PLANS REVIEW SUBMITTALS**

### **INFORMATION BULLETIN NO. 144**

May 18, 2004 (Revised October 1, 2012)

City Planning & Development – Development Services (CPD-DS)

City of Kansas City, Missouri

[www.kcmo.gov/planning](http://www.kcmo.gov/planning)

The Department deferred submittal procedure allows a limited plans review process to begin on a project prior to the submittal of full construction documents. Under Section 18-18 (e) of the Kansas City Building and Rehabilitation Code, a deferred submittal includes portions of the building design that are not submitted at the time of initial application and that are to be submitted within a specified time period as approved by the building official. Depending on the scope of the initial application, this procedure may allow issuance of partial building permits at the owner's risk prior to obtaining full approval of the submitted plans. This information bulletin should be used along with [Information Bulletin No. 110](#), **Checklist for Building Permit Plans Review Submittal**.

Deferred submittal requests shall be signed by the owner's design professional in responsible charge and submitted for approval by the building official prior to the initial application for building permit plans review. (See attached draft letter of request.) Once approved, a copy of the approval and a notation in the Checklist for Building Permit Plans Review Submittal shall be included with the initial plans review submittal. Each area of work with an approval to defer submittal shall also be listed on the submitted construction drawings.

The initial submittal, for any project using this procedure, shall include all Checklist items required to allow review and approval of the minimum requirements for issuance of a footing and foundations building permit, shell building permit or other building permit as approved by the building official.

As the design of deferred submittal items is completed, the design professional in responsible charge shall use CPD-DS's Building Permit Plans Resubmittal Form (this form is the last page of Information Bulletin No. 110) to document that the submittal has been reviewed and has been found to be in general conformance with the design of the building. No portion of a project included in a deferred submittal (nor beyond the submitted scope of the deferred submittal) shall be constructed prior to review, approval and permit issuance by CPD-DS.

The following submittals may be deferred by indicating them on Information Bulletin No. 110 - Checklist for Building Permit Plans Review without prior approval of the building official:

- Truss design
- Metal building design
- Precast concrete design
- Fire alarm system design

As noted above, a determination of whether a conditional or partial building permit can be issued can only be made once the initial plans review process has been completed. Required land disturbance permits shall be obtained and required impact fees shall be paid prior to issuance of any building permits.

Fire sprinkler system design applications shall be processed according to CPD-DS [Information Bulletin No. 116](#) – Fast Track Sprinkler Permits and [Information Bulletin No. 125](#) – Fire Sprinkler Permit Plans Submittal and this submittal is not required to be signed off by the design professional in responsible charge.

Please contact the Plans Management Branch, (816) 513-1500 if you have any questions regarding this procedure.

## Deferred Plans Review Submittal Request Draft Letter

(date)

Greg Franzen, P.E., M.C.P., Building Official  
City Planning & Development – Development Services  
5<sup>th</sup> Floor, City Hall  
414 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106

Re: Request for Deferred Submittal Approval  
(project name)  
(project address)  
(CPD-DS project control number)  
(Scope of project)

Dear Mr. Franzen:

As the owner's design professional in responsible charge for the above referenced project, I am requesting approval of the deferred submittal schedule for the following portions of the project design that have not been completed for submission with the initial plans review application:

1.

To be submitted on or about \_\_\_\_/\_\_\_\_/\_\_\_\_.

2.

To be submitted on or about \_\_\_\_/\_\_\_\_/\_\_\_\_.

3. (Add additional items as necessary)

Prior to submission of the above referenced deferred submittal items, I will review them and forward them to your office with a notation indicating that they have been reviewed and found to be in general conformance with the design of the project. I understand that none of the above referenced items (nor any items beyond the submitted scope of the deferred submittal) shall be installed prior to review, approval and permit issuance by CPD-DS.

Finally, I understand that the acceptance of this deferred submittal provides no assurance that a building permit for the project will be issued or that a Certificate of Occupancy will be granted.

Sincerely,  
(signature)  
(print name)  
(position)

**Note: Original signed copy of this letter printed on the applicant's letterhead is required to be submitted prior to issuance of the building permit.**